

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

PLANT INDUSTRY MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional plant industry field scientists. The employee completes and oversees a variety of assignments designed to protect the public and the environment through enforcement of laws and regulations pertaining to the misuse, mislabeling, adulteration or improper storage of pesticides, feeds, grains, remedies, and fertilizers, and the preservations and enhancement of the quality of Michigan agricultural products through preventing the introduction and dissemination of plant and bee pests. The employee works within the general methods and procedures and exercises considerable independent judgment to select the proper course of action.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Plant Industry Manager-2

Plant Industry Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area. A first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Plant Industry Manager-3

Plant Industry Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Plant Industry Manager-4

Plant Industry Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Coordinates the work of plant industry specialists in the region with other state and federal specialists and inspectors and with programs in other regions.

Attends various meetings with representatives of business, government, and industry pertaining to plant industry program activities.

Exercises control over the sale of nursery stock, plants, plant products, pesticides, fertilizers, seeds, and animal feeds by ensuring compliance with registration and licensing regulations, and labeling laws, etc.

Recommends, prepares, and organizes efforts to obtain legal documents for initiating legal action against violators of state and federal rules, regulations, quarantines, and laws governing the plant industry.

Plans and coordinates periodic and/or special surveys or projects and maintains related records.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of plant inspection methods.

Thorough knowledge of plant identification and the general principles of plant disease and control.

Thorough knowledge of the host plants of diseases and the susceptibility range.

Thorough knowledge of the life cycles and methods of control of the more important insect enemies of trees and plants.

Thorough knowledge of the pesticide laws, the principles of pesticide application and the precautions to be exercised in pesticide use.

Thorough knowledge of the fundamental principles of nursery operation, including such factors as propagation, storage, and transportation.

Thorough knowledge of the principles and practices of governmental regulation of the plant industry.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of plant industry programs in other regions of the state.

Ability to instruct, direct, and evaluate employees.

Ability to apply knowledge of plant industry program techniques to specific activities and situations.

Ability to direct plant industry program methods and practices.

Ability to identify plant pests and diseases.

Ability to determine the condition of neglected or abandoned orchards and vineyards and to recommend methods of their recovery.

Ability to determine when violations of state and federal rules, regulations, quarantines, and laws of the plant industry exist.

Ability to gather information for the issuance of warrants, and to follow through by initiating legal action against violators.

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Ability to apply license and/or inspection fees and schedules.

Ability to plan and carry out technical plant industry program surveys or projects, and to prepare and maintain related reports and records.

Ability to evaluate results of plant industry program surveys or projects.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in horticulture, botany, forestry, plant pathology, entomology, or a related field.

Experience

Plant Industry Manager 13

Two years of experience equivalent in responsibility to a Plant Industry Field Scientist P11 or one year of experience equivalent to a Plant Industry Field Scientist 12.

Plant Industry Manager 14

Three years of experience equivalent in responsibility to a Plant Industry Field Scientist P11.

OR

Two years of experience equivalent to a Plant Industry Field Scientist 12.

OR

One year of experience equivalent to a Plant Industry Specialist 13.

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Three years of experience equivalent to a Plant Industry Field Scientist 12.

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OR

Two years of experience equivalent to a Plant Industry Specialist 13 or Plant Industry Manager 13.

OR

One year of experience equivalent in responsibility to a Plant Industry Manager 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PLAINDMGR	Plant Industry Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Plant Industry Manager-2	PLTNMGR2	NERE-107
Plant Industry Manager-3	PLTNMGR3	NERE-108
Plant Industry Manager-4	PLTNMGR4	NERE-109

ECP Group 3
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